

POSITION TITLE: ELBOW LAW CLERK TO A FEDERAL DISTRICT COURT JUDGE

APPLICATION PERIOD: March 27, 2012 until filled

SALARY RANGE: \$57,408.00 to \$81,823.00 (JSP 11/1 - JSP 13/1)

POSITION OVERVIEW:

The United States District Court for the Northern District of Iowa is seeking applications for an elbow law clerk to Chief Judge Linda R. Reade to begin August 1, 2013.

The position will be located in Cedar Rapids, Iowa. Cedar Rapids is a medium-sized community located in northeastern Iowa.

Incumbent will be hired for the period commencing in August of 2013 until August of 2015, with the possibility of additional years. Employment is conditioned upon satisfactory job performance.

Incumbent will be a part of the Chief Judge's staff, which consists of a secretary, two law clerks, a courtroom deputy/legal advisor and a court reporter.

Incumbent will have the opportunity to research a variety of legal issues, draft memoranda, draft jury instructions, and draft opinions.

MINIMUM QUALIFICATIONS:

A degree from a law school of recognized standing in the upper one-quarter of the class (or certified completion of all law school studies and requirements, and merely awaiting conferment of degree by August 2013) is required.

Applicant must possess excellent research and computer skills, be organized, a team player and highly motivated.

Prior legal experience is preferred. Law Review experience, publication of a noteworthy article in a law school publication or other scholarly publication, or moot court experience are preferred.

ADDITIONAL INFORMATION:

The United States District Court requires employees to adhere to a code of conduct which is available upon request.

The Financial Reform Act requires direct deposit of federal wages for Court employees.

Due to the volume of applications, not all applicants will be interviewed. The Court will only communicate with those individuals who will be interviewed.

The position will be open until filled and may be closed without further notice.

The Court is an equal opportunity employer.

REQUIRED CLEARANCES:

The successful applicant will be required to submit to a background clearance which includes fingerprinting. Appointments are provisional based upon successful background clearance.

HOW TO APPLY:

Applicants should submit a cover letter, resume, transcript, writing sample and recommendations to:

Linda R. Reade, Chief Judge
U.S. District Court
Northern District of Iowa
4200 C Street SW
Cedar Rapids, IA 52404

The court will accept applications until the opening is filled.